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PORTLAND SERVICE CENTER

Portland, Oregon

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VERTICAL EXPANDING FORMS FILE

Many offices are faced with the problem of how to best file forms for reduced storage space and easy retrieval. Some offices use standard correspondence filing cabinets, which is contrary to GSA regulations; some use horizontal shelves with small compartments for each form; and others use plain horizontal shelving with no dividers. Expansion and contraction in filing by the addition and deletion of forms proves to be cumbersome with the use of the horizontal method.

A practical and convenient answer to this problem was recently submitted as an employee suggestion which the PSC, Branch of Management Analysis endorses as explained in this technical note.



Vertical Expanding Forms File as installed in the Idaho State Office

No longer stocked

The suggestion is to use a legal size wallet filing jacket to file forms in. (GSA Stock No. 7530-285-2916, 9 1/2" x 14 3/4", with 3 1/2" expansion.) They are arranged in numerical sequence by issuing office or agency and placed vertically in an open shelf storage cabinet or area. Issuing office being such as Standard, Optional, Civil Service, Bureau, Service Center, State Office, etc. Each identified by a separate colored identification tab. The identification tabs used were standard GSA stock items. (For example, Stock No. 7510-285-5800, 1/2 inch, orange.) The form number is made visible on both sides of the upper portion of the filing jacket. In this manner it is possible to identify any given form from either side. In some cases, the tabs were cut in 2" lengths and the number as well as the name of the form have been put on them.

By filing the forms vertically the problem of expansion and contraction is practically eliminated. New forms are inserted in their proper sequence without disturbing any previously filed forms.

When it requires more than two filing jackets to file any one given stock of individual forms, a card is inserted describing where the excess stock is located. In case of large forms, a filing jacket is made and a card inserted giving the location of the form. This has proven very minimal.

One of the greatest benefits to this system of form filing is the tremendous saving of space. In the Idaho State Office, under the horizontal filing system, better than 150 square feet of space was utilized for form files, aisles, etc. In the same space, their form files now require only 9 1/2 square feet. The space saved would accommodate two desks. The previous form filing system used a net of 53 square feet which was reduced to 9 1/2 square feet.

